



# How to Use the NCBI Dashboard for Granting

Using the NCBI dashboard for grant application, management, and compliance monitoring  
<https://www.ncbi.nlm.nih.gov/myncbi>

National Center for Biotechnology Information • National Library of Medicine • National Institutes of Health • Department of Health and Human Services

## Overview

Preparing and submitting an NIH grant application is time consuming and competitive. Taking advantage of free NCBI account tools will ultimately save time in preparation and provide familiarity of components during the NIH compliance process. NIH requires award grantees to comply with the NIH Grants Policy Statement (<https://grants.nih.gov/policy/nihgps/index.htm>) except when the notice of award states otherwise. Reporting NIH compliance includes the following systems: My NCBI, eRA Commons, Public Access, and NIH Manuscript Submission (NIHMS).



## NCBI Dashboard Tools

You can obtain a free NCBI account equipped with customizable tools to support your specific needs. In addition to being fully integrated with the required NIH grant management and reporting systems, NCBI provides additional benefits, such as:

- Set your preferred highlighting format for search terms, and
- Set Outside Tool, Document Delivery, and customized search filter preferences, using NCBI Site Preferences (A)
- Save and automate searches to send Emailed notifications of new records (B)
- Create collections to save interesting database records (C)
- Make publicly-available any of your collections with a direct URL to share
- Create and manage a collection of your publications listing (My Bibliography, D)
- Manage NIH Public Access compliance for grant-funded publications (linking eRA Commons, E)
- Create and publicly display your professional profile (SciENcv, F)
- and more!

To learn more about how to create an account and features of an NCBI account, see links listed below.

The screenshot shows the NCBI MyNCBI dashboard with the following sections and callouts:

- Search NCBI databases:** A search bar with a dropdown menu set to 'PubMed' and a 'Search' button. A hint below states: 'Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.'
- My Bibliography:** A section showing 'Your bibliography contains 23 items' and 'Your bibliography is private. (settings)'. It lists recent citations, including one by Cooper PS et al. (2010) and another by Yang HY et al. (2008). A callout 'D' points to the 'My Bibliography' header.
- Filters:** A section showing 'Filters for: PubMed (3 active)'. It lists active filters: 'English' (Standard filter) and 'Free Full Text' (Standard filter). A callout 'E' points to the 'Manage My Bibliography' link.
- Recent Activity:** A section at the bottom left showing recent activity.
- Saved Searches:** A section showing a table of saved searches. Callout 'B' points to the 'Saved Searches' header. The table includes columns for Search Name, What's New, and Last Searched. It lists searches like 'sequence alignment tools', 'Hela[title] AND whole genome', 'influenza pandemic threat', and 'i2[gene] AND human[orgn]'. A 'Manage Saved Searches' link is at the bottom.
- Collections:** A section showing a table of collections. Callout 'C' points to the 'Collections' header. The table includes columns for Collection Name, Items, Settings/Sharing, and Type. It lists collections like 'Key References', 'My Bibliography', 'Cow\_gdv\_test', and 'Pvull Structures'. A 'Manage Collections' link is at the bottom.
- SciENcv:** A section showing a table of profiles. Callout 'F' points to the 'SciENcv' header. The table includes columns for Name, Last Update, Sharing, and Type. It lists profiles like 'BioSketch - New' and 'BioSketch'. A 'Manage SciENcv' link is at the bottom.

Website: <https://www.ncbi.nlm.nih.gov/account/>

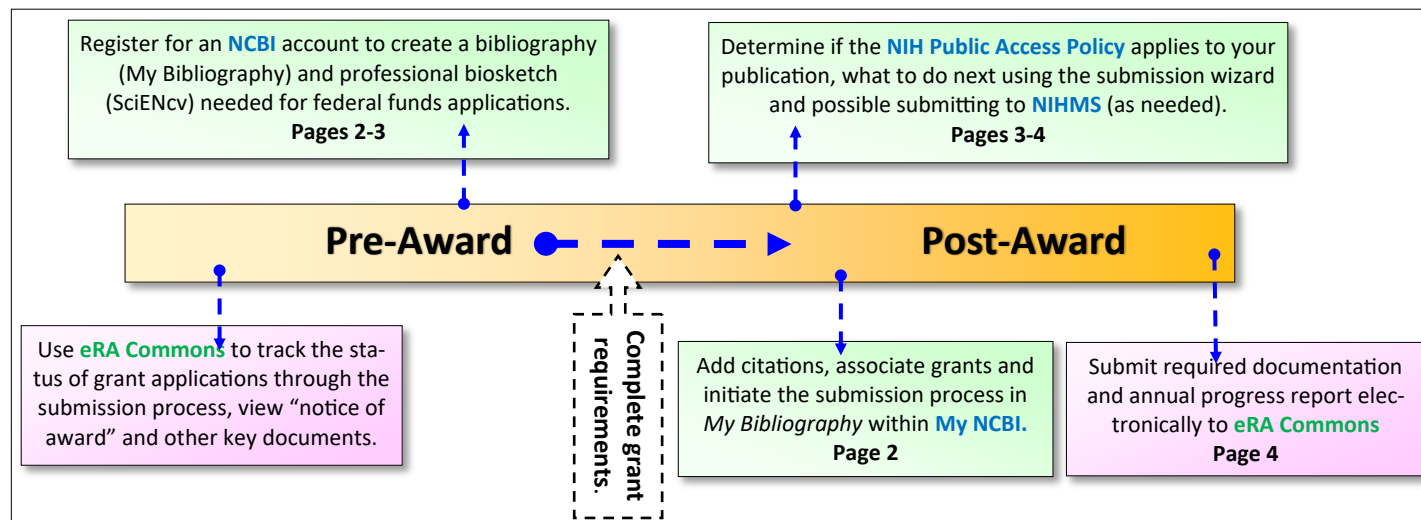
Video: <https://www.youtube.com/watch?v=ks46w3mNAQE>

Documentation: <https://www.ncbi.nlm.nih.gov/books/NBK3843/>

## Pre- and Post-Award Processing System

The following information provides an overview of the systems included in pre-award and post-award systems: My NCBI, eRA Commons, Public Access, and NIHMS. The timeline below illustrates the involvement of different components. Explore the site listed above for more information on different types of grant programs, eligibility requirements and the application process.

Website: <https://grants.nih.gov/grants/get-started.htm>  
 Video: [https://www.youtube.com/watch?v=rNwsg\\_PR90w](https://www.youtube.com/watch?v=rNwsg_PR90w)  
 Infographic: <https://grants.nih.gov/grants/grants-process-overview.pdf>



## Pre-Award

### Creating My Bibliography

In collaboration with additional federal agencies and organizations, NCBI has created the Science Experts Network Curriculum Vitae (SciENcv). This tool produces biosketches for federal grant applications. The data in the biosketch can be automatically repurposed from existing My Bibliography, eRA Commons, and other 3rd party accounts such as ORCID and National Science Foundation (NSF).

To create your bibliography:

- Log into your NCBI account. Click the “My NCBI” link (A).
- Click “Manage My Bibliography” (B) in the “My Bibliography” portlet, then the “+Add citations” (C) in the popup to select input method.
- Select “From PubMed” (D) to directly search by author full name, last name plus initials, and/or title. Select desired citations from the list, click “Add To My Bibliography” and close the box
- OR, select “From a file” (E) to upload your saved bibliography in MEDLINE or RIS format.
- OR, select “Manually” (F) to enter other bibliography by set the publication type (G) and enter information in the form.

## Pre-Award (cont.)

### Creating Your Biosketch

To create your Biosketch:

- Click "My NCBI" (A) in the upper right corner to load the My NCBI dashboard.
- Click "Manage SciENcv" or "Click here" (B) to create a new CV.
- Name your new Biosketch, e.g. "Biosketch 2019" (C). and choose the format (D).

**Create a New Biosketch**

**Biosketch name**  (C)  
Enter a name to help you to identify this biosketch

**Format** (D)

☒ NIH Biosketch  
☐ NIH Fellowship Biosketch  
☐ NSF Biosketch  
☐ IES Biosketch  
Select a format for this biosketch

**Choose data source**

☒ Start with a blank document  
☐ Existing Biosketch:  
You do not have an existing biosketch to copy.

(E) ☐ External source:   
You must [link to an eRA Commons account](#) to use this option.  
 Documentation on how to link an external account is available [here](#).

**Sharing**

☒ Private  
☐ Public  
You can change the shared settings at any time.

NCBI Resources How To ttao\_phd My NCBI Sign Out

PubMed.gov PubMed Search Advanced Help

**My NCBI** Customize this page | NCBI Site Preferences | Video Overview | Help

Search NCBI databases Saved Searches

My Bibliography Collections

Recent Activity Filters

SciENcv  (B)

BLAST History

- Create a new Biosketch from scratch using existing information from another Biosketch or from external sources (E), and click the "Create" button.
- Enter your information into each sections of the editing form
- Download your Biosketch in PDF, Word, or XML format (F)

Profile name: Biosketch 2019 [ Edit ] Download: PDF Word XML (F)

Profile type: NIH BioSketch NIH Biographical Sketch Instructions (PDF)

Last Updated: 7 March 2019

Sharing: Private [ Change ]

Website: <https://www.ncbi.nlm.nih.gov/sciencv/>  
 Video: <https://www.youtube.com/watch?v=PRWy-3GXhtU>  
 Documentation: [www.ncbi.nlm.nih.gov/books/NBK53595/NBK154494/](http://www.ncbi.nlm.nih.gov/books/NBK53595/NBK154494/)

## Post-Award

Congratulations on being awarded an NIH grant! Your NCBI account will now enable NIH Public Access compliance with eRA Commons and NIHMS (NIH Manuscript Submission) system.

### NIH Public Access Policy (NIHPAP)

is based on a legal statute [Division G, Title II, Section 218 of Public Law 110-161 - Consolidated Appropriations Act, 2008]. The NIHPAP requires that:

"all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, that the NIH shall implement the public access policy in a manner consistent with copyright law."

The NIHPAP website (G) will assist in deciding the best Method to submit your grant-funded article for compliance. The methods range from publisher submission to author submission. Once at the website, click on "Show me specific instructions for my publication" (H) and the compliance wizard will help you determine the best method to obtain a PubMed Central Identifier (PMCID).

Website: <https://publicaccess.nih.gov/index.htm>  
 Video: <https://www.youtube.com/watch?v=PRWy-3GXhtU>  
 Documentation: <https://www.ncbi.nlm.nih.gov/books/NBK154494/>

<https://publicaccess.nih.gov/index.htm>

NIH Public Access Policy G Search

OER Glossary | Contact us

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**When and How to Comply**

- 1 Preparing a manuscript Address copyright show me
- 2 Accepted for publication Post it to PubMed Central and track it in My NCBI show me
- 3 Reporting to NIH Include PMCID in citations show me

**Overview:**

To advance science and improve human health, NIH makes the peer-reviewed articles it funds publicly available on PubMed Central. The NIH public access policy requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to PubMed Central immediately upon acceptance for publication. [more]

Show me specific instructions for my publication

Public Access Policy Video Training

1 NIHMS overview 3 My Bibliography overview  
 2 My NCBI overview 4 Public Access Compliance

## Post-Award (cont.)

The NIH Manuscript Submission System (NIHMS) provides a tool for authors, principle investigators and publishers to deposit electronic versions of peer-reviewed final manuscripts for inclusion into PMC through a multi-step process. PubMed Central (PMC) provides free access to full-text digital journal articles and serves as a repository for journal literature deposited by participating publishers and author manuscripts.






PMC accepts manuscripts from individual authors who have funding from NIH or certain other agencies, such as Howard Hughes Medical Institute's Public Access. A complete list is at <http://nihms.nih.gov/db/sub.cgi?page=funders>.

Europe PMC funders that have a policy on depositing their research papers in PMC can be found here: <http://europepmc.org/Funders/>. Otherwise, PMC does not accept manuscripts from individuals outside of these funding programs.

The Award display in My Bibliography will allow eRA Commons users to ensure their publications are compliant with the NIH PAP. The Award feature is only available to eRA Commons users who have awarded grants.

## Checking on Your Public Access Compliance

Compliance status in My Bibliography is indicated by the following icons and text:

- A green dot  and a PMCID indicate fully compliant
- A yellow dot  indicates the submission is in process
- A red dot  indicates that the article is non-compliant
- A question mark  indicates compliance cannot be determined
- An "N/A" icon  indicates the NIH Public Access Policy is not applicable

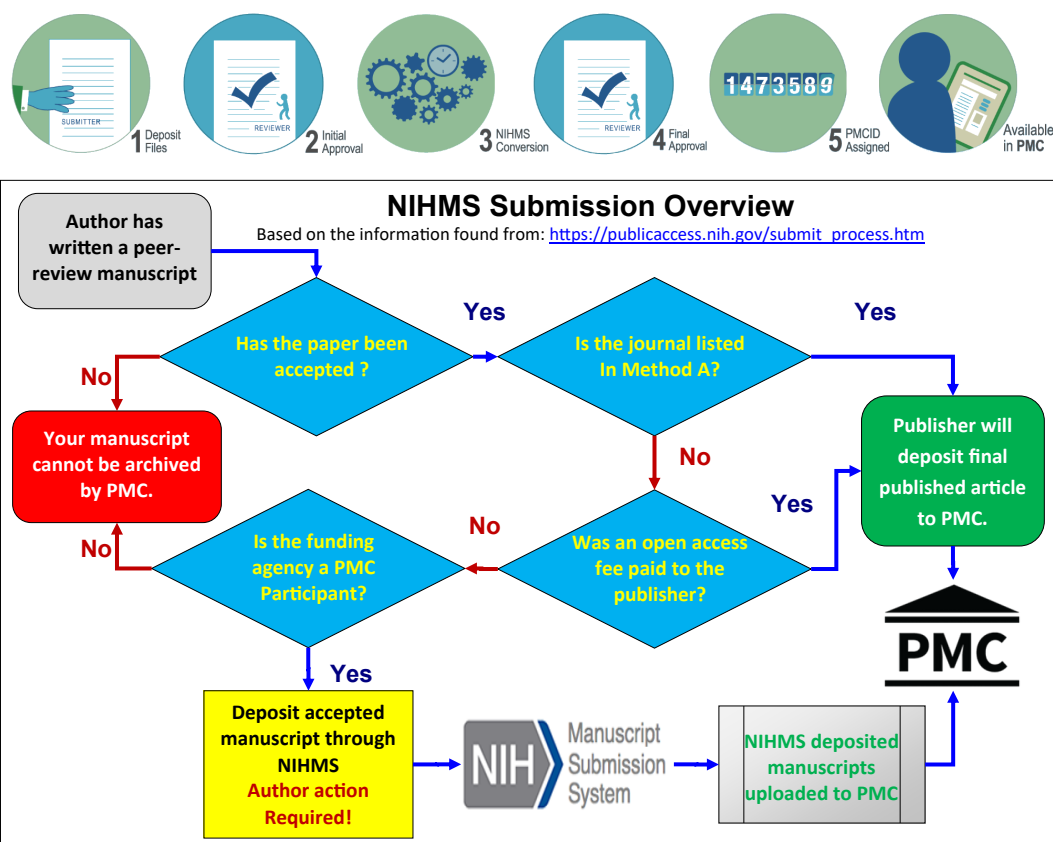
## Preparing Your Grant Report

NIH Electronic Research Administration (eRA Commons, <https://era.nih.gov>) allows researchers to create an NIH PAP table for the annual Research Performance Progress Report (RPPR). See this help document for more details <https://era.nih.gov/erahelp/commons/>.

## Technical Assistance

Help is available from the following customer support groups involved in these processes:

- MyNCBI [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov)
- NIHMS <https://nihms.nih.gov/db/sub.cgi?page=email>
- Public Access [publicaccess@nih.gov](mailto:publicaccess@nih.gov)
- eRA Commons <https://grants.nih.gov/support>



Website: <https://publicaccess.nih.gov/index.htm>  
 Video: <https://www.youtube.com/watch?v=PRWY-3GXhtU>  
 Documentation: <https://www.ncbi.nlm.nih.gov/books/NBK154494/>

Website: <https://www.ncbi.nlm.nih.gov/account/>  
 Documentation: <https://www.ncbi.nlm.nih.gov/books/NBK53595/>  
 Video: [https://youtu.be/JYODIOD\\_YYE](https://youtu.be/JYODIOD_YYE)